

## **CSO Solicitation No. 2265**

### **Task Based Engineering Services for Bridge and Structure Design**

#### **Prequalification Category – Bridge and Structure Design**

**FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.**

#### **IT IS BEING POSTED HERE FOR INFORMATION ONLY.**

The Department is seeking to engage six (6) prequalified professional consulting engineering firms to prepare contract plans and documents for the rehabilitation or replacement of statewide structures, which are found to be deficient by the Department's Bridge Safety and Evaluation unit. Within approximately one year of this selection, the Division of Bridges anticipates issuing another solicitation to hire an additional six consultant engineering firms for similar "task-based" bridge design service assignments. The six consultant engineering firms awarded a contract as a result of the first selection process, will not be considered eligible for the second selection process.

Generally, a Department Consultant Liaison Engineering (CLE) firm will develop the rehabilitation study report. When assigned a task, the assigned consultant will attend a review meeting with Department staff, and then follow the approved scope of work to prepare design plans, estimates, specifications, and any necessary related data and studies as part of the Preliminary and/or Final Design, which are required to deliver a complete set of contract documents. A task is defined as a bridge, structure, project or any part thereof. The CLE firm or the Department may provide survey, hydraulic engineering services, utility and Rights of Way (ROW) coordination, however, the assigned firm will generally be required to identify impact areas for environmental permits, property maps, and provide supporting information.

The contract will be limited to five years to assign new tasks, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No new tasks will be assigned after five years from the start of the contract. The value of each contract is estimated to be \$3,500,000, and is anticipated to utilize either a lump sum or cost-plus fixed fee payment method. The total number of tasks for each firm may vary depending on the Department's needs. Each individual task will be assigned to the selected firm in accordance with 23 CFR Part 172.

Unless the assigned task(s) are for structures owned by a municipality, the selected firms will not be eligible to provide professional services, either as a prime consultant or sub-consultant, on any subsequent phase, of any task for which they provided design services under this contract. This shall also include any break-out assignments that may occur from the tasks managed under this contract.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (SELECT series 3) and InRoads Suite V8i (SELECT series 2) formats. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668>).

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. The selected firms will also be required to maintain a Connecticut office for the duration of assignment, with the project manager available on a daily basis for the direct and visual supervision of the staff performing the majority of the tasks assignment under this contract.

If your firm desires to be considered for one of these contracts, your submittal should consist of a one page letter-of-interest and a Department Form CSO 255 (Rev. Jan. 2016) with a maximum of five resumes. One of the resumes must be that of the proposed Project Manager of the work as well as assurance that he/she will be available for work when required. (The CSO 255 form can be found online

at [www.ct.gov/dot/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection).) Four (4) copies of the submittal are required and they must be either postmarked or hand-delivered by 3:00 p.m. **on September 27, 2016**. Firms, who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. A final selection is anticipated by December 30, 2016.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 20%
- Bridge design. Weighted scoring value = 20%
- Highway design. Weighted scoring value = 10%
- Maintenance and protection of traffic. Weighted scoring value = 10%
- Soils engineering. Weighted scoring value = 10%
- Hydraulics & Drainage design. Weighted scoring value = 10%
- Roadside safety design. Weighted scoring value = 10%
- Familiarity with CTDOT standards, policies and procedures. Weighted scoring value = 10%

The location of the office where the work will be performed, and the staff size of that office, should also be indicated.

You are advised that a Disadvantaged Business Enterprise (DBE) goal or a Small Business Enterprise (SBE) set aside may apply to this assignment, depending on the funding source and scope of work established for each task. Within the letter of interest submittal, you must include the designated certified DBE and SBE sub consultant(s) which you plan to use, if a goal is assigned to one of your tasks. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. To be eligible for SBE credit, the sub-consultant(s) must be certified by the Connecticut Department of Administrative Services.

All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing assignments will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for these tasks, if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements and the latest versions of these documents, can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms

following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF).”

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s Notice titled “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission’s Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firms will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional task(s) of a similar nature for a separate selection, should additional tasks become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified category for the year a shortlist is finalized and/or a selection is made.

All letters of interest shall be mailed to:

Mr. David Mancini, P.E.  
Consultant Selection Office  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, Connecticut 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than **3:00 p.m. on September 27, 2016**. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.